



**DEPARTMENT OF THE ARMY**  
JOINT BASE MYER – HENDERSON HALL  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

IMMH-MW

29 Jan 15

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum  
DFMWR-3, Supervision of Minor Children within the JBM-HH Community

**1. REFERENCES.**

- a. Army Regulation 608-18, The Family Advocacy Program, 30 Oct 07.
- b. Army Regulation 608-10, Child Development Services, 15 Jul 97.
- c. Memorandum, HQ CFSC-CYS, 11 Jul 00, Subject: Out of School Child Supervision Requirements for Elementary and Middle School Children and Youth during Parental Duty Hours.
- d. Department of Defense Instruction 6060.2, Child Development Programs, 5 Aug 14.

**2. PURPOSE.** To provide guidelines for supervision of children within the JBM-HH community, consisting of Forts Myer, McNair, and Henderson Hall.

**3. APPLICABILITY.** This policy applies to all personnel and family members within the boundaries of JBM-HH.

**4. POLICY.**

a. Military and DoD civilian sponsors are responsible at all times for the supervision, health, safety, and welfare of their family members and guests on the installation. Deliberate failure to provide for adequate and reasonable care of minor children may result in adverse consequences for the sponsor. These consequences may include, but are not limited to, criminal prosecution, civil liability, and/or termination of housing privileges on the installation.

b. The joint base guidelines for the supervision of a minor child are based on the child's age and grade in school. The attached Table 1 explains the level of supervision required for children in various situations and specifies the following:

(1) Children in the 4<sup>th</sup> grade and below require supervision at all times.

(2) Children in the 5<sup>th</sup> grade/11 years old are in a transitional year and may gradually begin to exercise self-care beginning with short periods of time, provided the parent/guardian believes the 5<sup>th</sup> grader/11-year-old is mature enough to exercise self-care. While exercising self-care for any length of time during this transitional period, children are required to have ready access to an adult as set up by their parent or guardian. Education by the military parent/guardian on self-care and safety is highly recommended prior to leaving the child alone for the first time, and then at regular intervals during the transitional period.

(3) Children in 6<sup>th</sup>–8<sup>th</sup> grade may be left home alone for up to 6 hours. Children in these grades (and 13-15 years old) may also babysit younger siblings. The completion of a babysitting course is required. They must have ready access to adult supervision.

(4) Children 13 – 15 years old may babysit children other than siblings. The completion of a babysitting course is required. A babysitting course is strongly recommended for children age 16 years and older who babysit.

(5) See Enclosure 1 for guidance on when children may be left home alone and left alone overnight.

c. Enclosure 2 provides conversions of ages to grades for home-schooled children.

## 5. PROCEDURES.

a. Child and Youth Services (CYS) will maintain a referral list of registered babysitters who are thirteen and older and who have completed a babysitting course.

b. CYS will maintain a resource list of activities both on and off the installation that are available options for supervision.

c. Every member of the joint base community is responsible for maintaining the highest possible safety standards. Each member should report information regarding known or suspected incidents of child abuse or child neglect. This is a matter of conscience and good faith and should be taken seriously. Reports within the JBM-HH should be made to the military police as follows: Fort Myer and Henderson Hall, (703) 696-3525; Fort McNair, (202) 638-3139.

IMMH-MW

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum  
DFMWR-3, Supervision of Minor Children within the JBM-HH Community

6. PROPONENT. The Directorate of Family Morale, Welfare, and Recreation is the proponent for this policy memorandum. The POC is the Family Advocacy Program Manager, (703) 696-1200; and the CYS Coordinator, (703) 696-6862.

Encls

1. JBM-HH Supervision Guidelines
2. Conversion from Age to Grade  
for Home-Schooled Children



MICHAEL D. HENDERSON  
COL, AR  
Commanding

DISTRIBUTION:

1

# JOINT BASE MYER-HENDERSON HALL SUPERVISION GUIDELINES

Age or Grade of Child	Child Characteristics	May Be Left Alone at Home	May Be Left Alone Overnight	May Be Left Outside Unattended (Playing)	May Be Left Alone In A Vehicle	May Babysit Siblings	May Babysit others (Besides Siblings)
Newborn to Age 4	Requires close supervision at all times	NO	NO	NO	NO	NO	NO
Kindergarten through Grade 5 (5-10 years old)	Children begin to explore their environment under supervision	NO	NO	At playground (close to home) or with immediate access (sight or hearing distance) to adult supervision. Kindergarteners may not walk to and from school or other supervised activities alone. 1 <sup>st</sup> through 5 <sup>th</sup> graders may walk to and from school and other supervised activities alone.	NO	NO	NO
5 <sup>th</sup> graders and 11 years old—continue to require supervision.	This is a transitional time for these children. They are accepting more responsibility.	For UP TO 3 hours. Must have access to indirect supervision (neighbor, checking with parent by phone, etc.)	NO	YES, with ready access to adult supervision	Not more than 15 minutes and the keys MUST be removed.	NO	NO

# JOINT BASE MYER-HENDERSON HALL SUPERVISION GUIDELINES

Age of Grade of Child	Child Characteristics	May Be Left Alone at Home	May Be Left Alone Overnight	May Be Left Outside Unattended (Playing)	May Be Left Alone In A Vehicle	May Babysit Siblings	May Babysit others (Besides Siblings)
Grades 6-8, continue to need intermittent contact with adult supervisor.	Children are approaching the adolescent years when there is need to increase responsibility. The amount of responsibility should be carefully evaluated.	For UP TO 6 hours, with ready access to adult supervision	NO	YES	YES	YES – Must be 13 years of age and babysitting course required.	6 <sup>th</sup> graders may NOT.  7 <sup>th</sup> graders who have reached their 13th birthday may. Babysitting course is highly recommended.
Grades 9-10, parents are responsible for their children and their actions.	Children continue to need to know how to access parents and guidance for emergency situations.	YES	NO	YES	YES	YES – Babysitting course is highly recommended.	YES – Babysitting course is highly recommended.
Grades 11 and 12 (16 years and older)	Parents responsible for their children and their actions as long as family member status is maintained.	YES	YES – Indirect supervision recommended (1).	YES	YES	YES – Babysitting course highly recommended.	YES – Babysitting course is highly recommended.

(1) Indirect supervision plans include mandated checking in with a neighbor, emergency phone numbers of parents and emergency medical power of attorney

CONVERSION FROM AGE TO GRADE FOR HOME-SCHOOLED CHILDREN													
AGE	5	6	7	8	9	10	11	12	13	14	15	16	17/18
GRADE	Kindergarten	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>